



County of Solano
Health and Social Services Department

Amendment 1

Request for Proposals
for

Employment Services

REVISED FINAL SUBMISSION DATE:

June 17, 2013; 4:00 P.M.

Health and Social Services



Mental Health Services
Public Health Services
Substance Abuse Services
Older & Disabled Adult Services
Employment & Eligibility Services
Children's Services
Administrative Services
275 Beck Avenue, MS 5-200
PO Box 4090
Fairfield, CA 94533

May 31, 2013

Pursuant to Request for Proposal (RFP) for Employment Services, section 3.20, the County of Solano has amended this RFP to reflect:

1) The County's response to comments/questions submitted by potential proposers (Attachment 1).

Please note: The comment period has elapsed (see Section 2). The County will not accept any further questions or comments prior to award of this RFP unless requested by the County.

2) A revised submission date of June 17, 2013; 4:00 p.m. to reflect the correct date in the Schedule of Events.

All other terms and conditions and other requirements contained in the RFP remain unchanged. Also, complete the amendment acknowledgement letter (Attachment 2) and return with your proposal. Failure to include the amendment acknowledgement letter with proposal may render it non-responsive and may be rejected by the County.

The County of Solano thanks you for your expressed interest in its RFP and looks forward to your proposal.

Respectfully,

Gina Merrell

Gina Merrell
RFP Coordinator

Attachments:

1. County's answers to proposers' questions
2. Amendment acknowledgement confirmation letter

**County's Response to Written Comments/questions
(RFP) – No. G99-0510-13**

1. What is the official due date for proposals to be submitted?

The proposals are due June 17, 2013 at 4:00pm.

2. Are there three distinct program components (i.e. "Job Services Program" , "Job Development Services", and "Community Services Program") as listed in Section 1.1, or two distinct components which Attachment A describes with "Activity 1: Job Services Program (JSP) and "Activity 2: Community Service Program (CSP)"?

No, there are only two distinct program components, Job Services Program and Community Services Program. The Job Development Services are part of the Job Services Program.

3. Is the "County seeking proposals for conduct of a "Job Development Services" component at this time (or not) - given the lack of reference to such in the RFP attachments and accompanying submittal forms?

At this time, the County is seeking proposals for only the Community Service Program and Job Service Program which includes Job Development Services.

4. Attachment A's description of "Activity 1: Job Services Program" deliverables includes an extensive "Job Development Services" activity. Again, is there to be a separate "Job Development Services" component, and if so, how would that be different than this sub-activity contained in the "Job Services Program"?

No, there will not be a separate Jobs Services Program. Please see response to Question 3.

5. A tremendous amount of deliverables, service levels to clients, site requirements, and levels of accountability for performance are contained in this program design. What approximate annual funding amount(s) are anticipated to be available for the "Job Services Program", and "Community Services Program" components (as well as "Job Development Services", if that service is being procured as well.)? Is it anticipated the annual amounts approximate those provided to the current contractor for very similar undertakings?

The funding amount is unknown, but the current FY2012/13 contract amount for Employment Services is \$1,203,959.

6. The first year of contracted services appear to be for 9 months (i.e. October 2013 through June 2014.) Should the required "Cost Proposal" budget(s) be set for a 9-month or 12-month period?

The cost proposal budget for fiscal year 2013/2014 should be submitted for a 9 month period from October 2013 through June 2014. The cost proposal budgets for fiscal years' 2014/2015 and 2015/2016 should be submitted for 12 month periods.

7. What has been the historic ability of the County in meeting its expected WPR for the "Job Services" and "Community Services" components for the 2009-10, 2010-11, 2011-12, and 2012-to-current time periods?

The County has met its WPR for both the Job Services and Community Services programs in fiscal years' 2009/2010, 2010/2011, 2011/2012, and from July 2012 to March 2013.

8. Has a "reduction in payment" reimbursement approach been applied for any of the invoices submitted by the current ""Job Services" and "Community Services" contractor, and, if so, how many times and by what percentage reductions? (NOTE: The answer to this question can be a brief overview of any trends and need not be a month-by-month accounting.)

No, a reduction in payment has not been applied to any of the invoices submitted by the current contractor.

9. The previous RFPs for these services (or very like services) had allowance that the bases for the pay-for-performance scheme could be adjusted in light of changing unemployment rates for the County - the apparent thought being that meeting/surpassing the WPR thresholds may be more challenging in periods of high unemployment. This same provision is not included in this current RFP. Why has this allowance been removed as a policy approach in the current RFP?

The provision is included in the current RFP and is on page eight of Attachment A.

10. If a new contractor is selected and is to start up contracted services on October 1, 2013 would there be: a) any modest financial "advance" to account for establishment of an early entry in to new leased delivery sites, move-in work, or other start-up costs (so as to truly begin active client services on 10/1/13); or, b) an allowance that active client services would begin a little later in October

Solano County does not advance funds and services must begin on October 1, 2013 as Job Services and Community Services are existing programs and clients will already be enrolled.

11. What is the goal of clients expected to be served on a monthly or yearly basis?

Historically, there have been an average of 250 clients served in the Community Service Program and an average of 70 clients in the Job Services Program. The goal is to assist the clients obtain employment.

12. Besides OJT, can a short Vocational Training or Work Experience be an option?

Vocational Training is not an option. Work Experience can only be provided under the Community Service Program.

13. The County completes technical and cost evaluations on July 5th. What is the anticipated award date?

After evaluations are done, the County will send out Notice of Intent to Award letters. It is estimated that the contract will be in place by October 1, 2013.

14. Will a checklist be provided of required documents?

No.

15. Does the County expect support letters be included in the proposal? If so, how many are allowed?

The County has not asked for support letters as part of the RFP, but it does require two customer references for similar programs.

16. Has it been contemplated (in establishing overall fund availability for the “Job Services” contract) that a “wage-reimbursement pool” of funds will need to be set aside by the contractor to support an OJT program?

Yes.

17. Does the County wish to have a major or minor offering?

The County is unsure of this question and will seek follow up information from the agency that asked it.

18. Are there any guideline parameters as to how such OJT are to be structured, such as for:

- Maximum reimbursement amounts or percentages of wages paid (during training) for employer reimbursement for extraordinary training expenses?
- Maximum duration for an OJT contract?
- Minimum entry wage level for an OJT contract?
- Any types of business or specific occupations which might be excluded from consideration for an OJT contract?
- Any other parameters?

The parameters that the County expects their Contractor to follow are outlined in the regulations found on the CDSS website. The website address is www.dss.cahwnet.gov/ord/entres/getinfo/pdf/7EAS.pdf.

19. Can you summarize the qualifying parameters surrounding the WPR, to include:

1) The different sub-population groups and their minimum levels of required participation?

- A one-parent household with a child under 6 years old in the home, who is receiving cash aid, is required to work an average of 20 hours per week or 87 hours per month.
- A one-parent household without a child under 6 years old in the home, who is receiving cash aid, is required to work an average of 30 hours per week or 130 hours per month.
- A two-parent household, who is receiving cash aid, is required to work an average of 35 hours per week or 152 hours per month.

2) A comprehensive listing of all activities which qualify to be included for calculating participation?

- Unsubsidized Employment
- Subsidized private/public sector employment
- On-the-job training
- Job Search and Job Readiness Assistance
- Community Service
- Vocational education training
- Providing childcare services to a participant in community service
- Job skills training directly related to employment
- Education directly related to employment, in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency
- Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate



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Date of Amendment: May 30, 2013

Final Submission Date: June 17, 2013; 4:00 P.M.

ACKNOWLEDGEMENT

This Amendment must be signed and returned with your proposal, or otherwise acknowledged, prior to the Closing Date and Time listed on the RFP cover sheet. If you have already submitted a proposal and need to make corrections, submit a corrected proposal with this Amendment prior to the Closing.

Offeror

Signature

Name and Title

Date

RETURN THIS PAGE WITH RFP RESPONSE